

C22. SFA DIRECTOR SAMPLE NOTIFICATION EMAIL FROM
STATE CN DIRECTOR (FULL AND LIMITED OUTLYING AREAS)

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Dear SFA director:

[Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands] is working with Mathematica Policy Research, Insight Policy Research, and Agralytica to conduct the Outlying Areas Cost Study for school year 2019–2020. This is a sub-study of the second School Nutrition and Meal Cost Study (SNMCS-II).

Your participation is vital to accurately assess meal costs. Findings from the study could eventually be used to adjust per-meal reimbursement rates in [Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands].

This important study will determine the cost of producing reimbursable meals for the National School Lunch Program and School Breakfast Program, including indirect and local administrative costs. It will also examine the ratios of revenues to costs. Reimbursement rates for school meals sold in the contiguous 48 States and the District of Columbia are assessed periodically using a rigorous cost study methodology applied to a sample of public SFAs and schools. This is the first time that [FULL OA: the; LIMITED OA: a similar] cost study methodology will be applied in outlying areas such as [Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands].

All information gathered for this study is for research purposes only, and will not be used for auditing or monitoring. Taking part in the study will not affect Federal meal reimbursements or benefits to students participating in the school meal programs.

Representatives from Mathematica or its partners will contact you in the coming weeks to introduce the Outlying Areas Cost Study and schedule data collection activities. [FULL OA: Only some schools in your SFA will participate in the study.]

Thank you in advance for your cooperation and participation in this very important study.

Sincerely,

[State/Territory CN Director]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

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